



	<p>3. Include a discussion on:</p> <ul style="list-style-type: none"> <li>• The nature of the organization employing you; history, where they fit in the industry, products/services;</li> <li>• The nature of the work you are doing;</li> <li>• Your role in the department/organization;</li> <li>• Where your department fits within the organization, its role and responsibilities;</li> <li>• The knowledge and skills you are acquiring;</li> <li>• A reflection on how this CJCP work experience will contribute to both your academic and career development;</li> <li>• A description of the relationships you have with Japanese co-workers and superiors;</li> <li>• A description of your Japanese living arrangements and cultural experiences;</li> <li>• A list of the cultural experiences you had during your duration;</li> <li>• Recommendations you would make to other CJCP students on how to obtain or be successful in the kind of work you are doing; and,</li> <li>• Your overall impression of living in Japan for an extended period and the memories that you will bring back home to Canada.</li> <li>• <b><i>If possible please include photos. NOTE: Approval must be received by your supervisor if photos taken at the worksite.</i></b></li> </ul> <p>Your supervisor <u>must</u> review your report before it is submitted in order to make sure that it does not contain confidential information.</p> <p>Please note: your experiential report may be displayed on The CJCP website for up to twelve months after submission.</p> <p>Unlike a technical report, this report may be written in first person and is based on your impressions and experiences. A Pass (P) or Fail (F) grade will be associated with this report.</p> <p>(i) Work Term Report: Submit to your supervisor for review.</p> <p>(ii) Work Term Report Release Form: Submit to your supervisor for signature. Forward to the CJCP Office along with the Report.</p>	<p>Within 7 days before your last day of work.</p> <p><b>* NOTE: No reports will be accepted without a Work Term Report Release form.</b></p>	<input type="checkbox"/>  <input type="checkbox"/>
<p>4.</p>	<p><b>FORMS:</b></p> <p>(I) Advise your supervisor that you have to send the following completed forms into the CJCP to successfully complete the work term:</p> <ul style="list-style-type: none"> <li>▪ <b>Employer Evaluation</b></li> <li>▪ <b>Student Evaluation</b></li> </ul>	<p><b>Send your CJCP documents to CJCP Office at <a href="mailto:coop.japan@ubc.ca">coop.japan@ubc.ca</a> by the last day of your work term in Japan</b></p> <p>Your supervisor can submit the Employer Evaluation to CJCP directly.</p>	<input type="checkbox"/>  <input type="checkbox"/>

5.	<p><b>Canada-Japan Co-op Program Advisor:</b></p> <p>Your CJCP Advisor is the CJCP Coordinator, Yuko Nemoto. Please contact Yuko by email to advise her that you have arrived safely in Japan and started your job. Please keep in regular contact with Yuko via email throughout your period in Japan.</p> <p>You will be contacted by CJCP staff by phone/zoom/other virtual methods during your work term to ensure you are satisfied in your position. Work site visits will be scheduled and conducted if we are visiting Japan during your work term.</p>	<p><b>Contact Yuko Nemoto when you arrive in Japan and have commenced your position.</b></p> <p>Yuko Nemoto  Email: <a href="mailto:coop.japan@ubc.ca">coop.japan@ubc.ca</a>  Phone: 604-822-6579</p>	<input type="checkbox"/>
6.	<p><b>CJCP Work term Fees (\$821.75 per academic term effective May 2022):</b></p> <p>While in Japan, all students must be registered in Co-op work term(s) to maintain status as full-time students as part of the requirement of your visa.</p>	<p><b>Pay CJCP work term fee per term to CJCP/home institution</b></p>	<input type="checkbox"/>
7.	<p><b>Student Evaluation of The CJCP Co- operative Education Work Term Form</b></p> <p><b>Employer Evaluation of The CJCP Co- operative Education Student Form:</b></p> <p>Ensure that you review the evaluation with your supervisor. It should be signed by you, your supervisor (or an HR representative) before submission to the CJCP.</p>	<p><b>Within 7 days of your last day of work.</b></p> <p><b>By the last day on the job with your CJCP employer.</b></p>	<input type="checkbox"/> <input type="checkbox"/>

**Please keep in touch with the CJCP team during your period in Japan.**

**Yuko Nemoto**  
**The Canada-Japan Co-op Program**  
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Tel: 604-822-6579

**Have a fantastic time in Japan and remember we want to hear from you!**